

**STATE OFFICE OF ADMINISTRATIVE HEARINGS
SOAH POSTING NUMBER 07-03-10010007
WORK IN TEXAS POSTING NUMBER 2960295**

OPEN POSITION: DEPUTY CLERK II – DOCKETING COORDINATOR
TWO POSITIONS (10010007, 10010003)
OPEN DATE: 10/24/2016
CLOSE DATE: UNTIL FILLED
SALARY: \$2,459.39 - \$2,754.29/month
TO APPLY: www.WorkinTexas.com

Position offers the following: State-paid health insurance (60-day waiting period if not currently employed by the State) and life insurance for employee, retirement plan, monthly annual and sick leave accruals; average of 13 paid holidays per fiscal year; participation in agency-sponsored work alternative program; participation in agency Employee Assistance Plan (EAP); and optional State-sponsored benefits, such as Dependent Healthcare Coverage, TexaSaver 401(k) and 457 Program, TexFlex Healthcare and Dependent Care Reimbursement Accounts, Dental Care, Term Life Insurance, Short-term and Long-term Disability coverage.

Please ensure that your application is complete before submitting it. A complete application will include all salary history, reasons for leaving past employment, and prior supervisors' names and phone numbers.

GENERAL DESCRIPTION

Performs journey-level administrative support and/or technical work in SOAH's docketing and central records sections. Work involves handling correspondence and documents, maintaining filing systems, and general administrative support duties. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

WORK TO BE PERFORMED

- Receives and reviews case filings for completeness of information and transmits documents to proper officials.
- Distributes routine and special correspondence, forms, and documents received related to contested cases and other agency mail.
- Receives mail for agency headquarters, as needed.
- Maintains case files and records in the docketing and central records sections.
- Assists Docketing personnel with case related tasks.
- Performs data entry concerning case dispositions and other case-related events in Lotus Notes, Access, and/or other computer programs or applications.
- Explains filing rules, regulations, policies, and procedures to parties and the public.
- Answers phone calls, routes incoming calls, takes messages, greets visitors, and directs them to the appropriate staff.
- Assists in answering correspondence and requests for public records from attorneys, other parties, and the public.
- Attends work regularly and in accordance with agency leave policies.
- Complies with all applicable security and safety rules, regulations and standards.
- Performs related work as assigned.

QUALIFICATIONS

Education and Experience:

Required:

- Graduation from a standard senior high school or equivalent.
- Two years progressively responsible experience in administrative clerical work.
- Education may substitute for experience.

Knowledge, Skills and Abilities:**Required:**

- Ability to manage and maintain files and records.
- Knowledge of general office practices, spelling, grammar, communication and personal computers.
- Skill in operating typical business or office equipment.
- Ability to greet and deal with the public.
- Ability to exercise tact and diplomacy.
- Ability to communicate clearly, effectively, and accurately, orally and in writing.
- Ability to type accurately at a minimum of 35 wpm.
- Ability to organize and prioritize work.
- Ability to analyze problems, develop practical solutions, and perform accurate detail work.
- Ability to work effectively with workforce management and other staff.
- Ability to handle multiple tasks.
- Ability to lift up to thirty pounds.

Preferred:

- Minimum of one year receptionist, switchboard, and/or front office experience.
- Knowledge of legal terminology.
- Demonstrable skill in the use of electronic data and/or word processing equipment and software, with experience in Word, Access, Excel or other popular spreadsheet applications.

VETERANS: Use your military skills to qualify for this position or other jobs! Go to www.texasskillstowork.com to translate your military work experience and training courses into civilian job terms, qualifications, and skill sets.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

Applications for employment with SOAH are submitted electronically through www.WorkInTexas.com (WIT). More information is available on the State Office of Administrative Hearings website under “How to Apply for Work at the State Office of Administrative Hearings.”

The Immigration Reform and Control Act of 1986 require all new employees to present proof of identity and eligibility to work in the United States.

Men aged 18 through 25 must be registered with the federal Selective Services System (or have an exemption).

The State Office of Administrative Hearings does not discriminate on the basis of race, color, national origin, gender, religion, age, genetic information, or disability in employment or the provision of services. Applicants contacted for interviews who need special accommodations should notify Human Resources prior to the interview.